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AKCIS.org

PERSONAL LEARNING & CAREER PLANS

My Portfolio has been enhanced with the addition of a new report, the Personal Learning & Career Plan (PLCP). The report contains a clear, concise, printable summary of students' career planning activity in AKCIS. PLCPs help students, educators and family members stay on track with students' goals and needs. Use it to support academic and career goals discussions during student conferences. The summary report is designed to be updated annually. The PLCP report supports the State of Alaska CTE Plan, Strategy 1.1, which is to ensure every student has a personal learning and career plan (PLCP) and is a snapshot of the student's most current portfolio, including present goals and plans.

Other user populations may also benefit from the PLCP. The State of Alaska CTE Plan, Strategy 1.2 is to develop awareness about the use of PLCPs for parents, industry, and adult job seekers. AKCIS is a preferred resource for data-sharing, electronically and on paper, from one educational sector to another and from school to career.

The report incorporates information from the student's:

- Personal Information
- Favorites
- Career Plan Reflections
- Course Plan
- Résumé Creator

Points of Interest:

- Don't forget to renew your site's AKCIS account through the online activation agreement – **Due by Sept 30, 2014.** Visit **AKCIS.org** for more information.

- **Paying for School, Choosing a School, and Job Search** have been revised for reading ease with more bullet points, headings, and reduced text.

- **Tools for Counselors and Teachers** and **Tools for Users** provide educators, counselors and students with resources to improve their AKCIS experience including: national and Alaska curricula; implementation and user guides; tutorials and more. Find these links in the website footer and through the administration tools.

- **AKCIS Junior** now includes 201 additional occupations for a total of 579 occupations.

ASSESSMENTS REPORTING NOW CUSTOMIZABLE

The **Combined Assessments Report** reflects occupations that rank highly across users' multiple assessments. This report has been enhanced to include the **Career Cluster Inventory** results and display occupations in the user's three highest-rated clusters. Users can now select from two report options: Default—a user's most recent assessment results; and, Advanced—in which the user selects which individual assessment version to include in the combined report. Features of the updated report include:

- View results by Occupation Cluster or by Occupation Count
- Navigate to occupation descriptions by clicking on an occupation title
- Save occupations on the report to Favorites by selecting the checkbox to the left of the occupation title and then clicking Save Checked
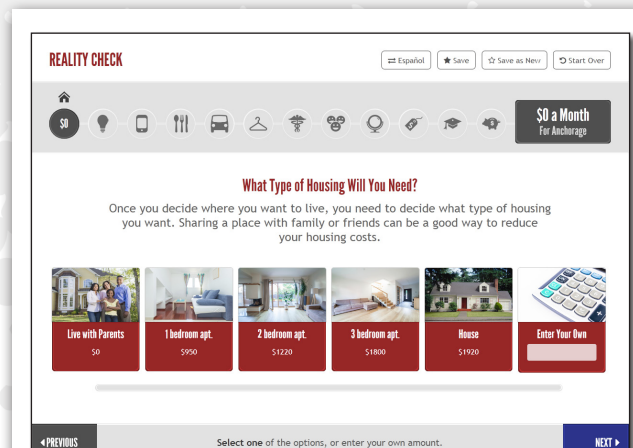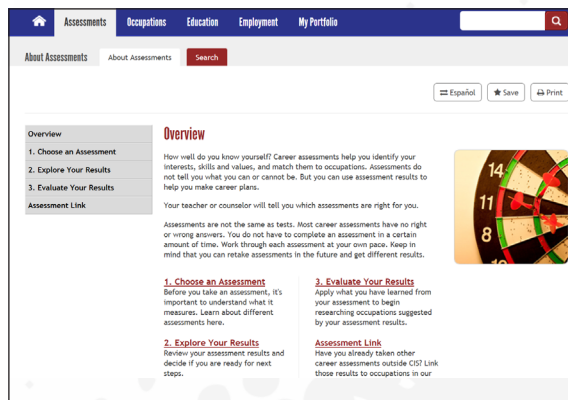- Occupations saved in Favorites are denoted with gold stars

Improved Navigation:

The **Career Cluster Inventory**, **Interest Profiler**, and **IDEAS**™ have a new, uniform look to facilitate navigation. Users can explore their interests-to-occupations alignment by rating how much they think they would enjoy the listed activities. Users can restore results from previous assessment sessions through Sort and Assessment Results in the Assessments mega menu.
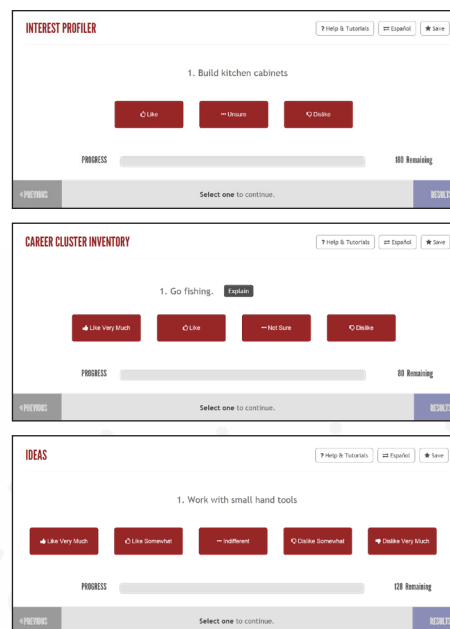
New Tools for Counselors & Teachers:

A Learning Styles Survey and an Employability Skills Survey with associated lesson plans are now available in the AKCIS Curriculum. Link directly to these within Tools for Counselors & Teachers, Classroom Activities, Informal Assessment Materials or use Search to find the lesson plans.

Reality Check Enhanced:

The ever-popular Reality Check's interface and navigation now offer improved usability and clarity. Users can visit every expense category in order, or use the navigation bar across the top to jump to different expenses. In addition, Communications has been added as a new expense category for data and phone plans.

Adult users who are budgeting their resources can enter actual expenses to build a more precise budget estimate.
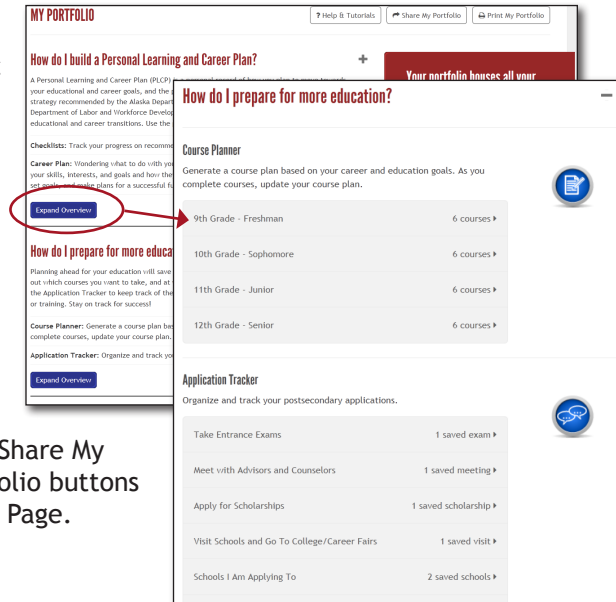

Learn More About Assessments:

The new About Assessments section guides users in how best to use and understand their results. Students are encouraged to seek advice from counselors on how to apply results to their career exploration process, and to re-take assessments periodically as their preferences and interests change while they gain life experience.

MY PORTFOLIO OFFERS NEW ACTIVITY SUMMARIES

My Portfolio's latest interface allows users to see, print, and share the content of all portfolio tools. Users can expand categories of interest to see a summary of completion status and recommended activity for all items.

For tools like Checklists, Assessments, Career Plan, Course Planner, and the Resume Creator, users are called to "Get Started" for incomplete activities. Sections with saved content provide summaries of current content. For example, under the Favorites tool, the user may see an entry for Alaska Schools saying, "2 saved schools."

Users can solicit feedback about the contents of their resume, career & academic goals, postsecondary plans, and Course Planner, samples of work, and assessment results from counselors, teachers, mentors, parents, and professionals by sharing either an electronic or paper copy of their portfolio. The My Portfolio update makes sharing easier with the addition of Share My Portfolio and Print My Portfolio buttons on the My Portfolio Landing Page.

ADMINISTRATION TOOLS HAVE A BRAND NEW LOOK & FEEL

Finding what you need is faster and easier than ever with the new AKCIS Administration Tools! The interface has been redesigned for simpler navigation and use. Menu navigation now parallels the AKCIS user interface, and keeps primary navigation accessible from all pages. A dashboard has been added for quick access to key reports, password resetting, Tools for Counselors and Teachers, curriculum, and tutorials.

Reminder: As a best practice, each staff, faculty, Job Center staff, counselor, or other individual authorized to view student/client information and working with users should have a personal Staff Account. Staff Accounts can be created by the administrator authorized on each AKCIS account, and give staff the ability to review student/client progress and provide prompt feedback.

ACPE staff is available to assist you with AKCIS administrative tasks, including customizing checklists, creating groups, and more.

| Reports | Portfolios & Groups | Other Accounts | Customize | Help & Links |

DASHBOARD - AK SITE TYPE 1

? Help & Tutorials

Logins

Account Type	Number of Logins since 8/1/2014
Portfolio	98
Site username or IP	17
Staff	33

Go to full report

Quick Links

Reset Passwords
Find a portfolio
Curriculum
Tools for Counselors & Teachers

Portfolio Accounts

Account Type	Number of portfolios at site
Active Portfolio	25
Portfolios created since 8/1/2014	5

Go to full report

Modules with Saved Records

CIS Module	All portfolios with saved records	Portfolios with records saved since 8/1/2014
	ASSESSMENTS	
Career Cluster Inventory	5	0
IDEAS	4	1
Interest Profiler	4	0
Reality Check	3	2
SKILLS Inventory	1	0

NEW HELP & TUTORIALS BUTTONS

Help & Tutorials buttons have been added throughout AKCIS and the Site Administration Tools to guide users and staff to the help they need—when and where they need it. This button is displayed at the top of most pages. The 24-hour self-help available through Help & Tutorials includes QuickStarts, Tutorials, information sheets, and user manuals. This unified look means users will know exactly where to click for assistance.

? Help & Tutorials

The complete set of QuickStarts and tutorials can be accessed at any time from the Tools for Users and Tools for Counselors and Teachers pages or from any page inside AKCIS by clicking the link in the website footer under AKCIS Resources.
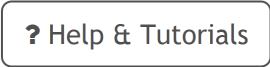
JOB SUCCESS REFRESH

Job Success Refresh: Geared to workforce newcomers and seasoned workers, Job Success has added several important new components. Job Success addresses 'soft skills' employers indicate their employees should possess to achieve success in the workplace. These include:

- Good work habits
- The importance of teamwork
- How to overcome barriers in the workplace
- Resolving problems in the workplace
- Keeping your career on track

Job seekers can bundle Job Search and Job Success guidance to gain a well-rounded understanding of how to succeed in securing and maintaining employment. Both sections are also available in Spanish.

Before Your Search
It is easier to look for a job if you know what occupations you might be good at or are interested in.

Start Your Search
Get organized, set goals, and stay positive. It may take hard work to find, apply for, and land a job you want.

Applications & Résumés
Make a good first impression. Learn how to apply online or on paper, and create résumés that will get you an interview.
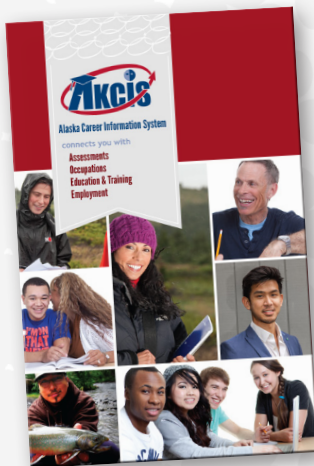
Job Interviews
Learn how to present yourself well, answer difficult questions, and leave a good impression. Be confident and prepared.

Job Offers
You got the job — now what? Can you negotiate your salary or benefits? Check out these important tips.

Employment Laws
Protect yourself during the hiring process. Know the laws that apply to you and your employer.

NEED MORE AKCIS PUBLICATIONS?

All AKCIS sites are welcome to request free publications – just email akcis@alaska.gov or call (800) 441-2962, option #3 (465-2962 in Juneau).

AKCIS Brochures:
A quick, easy way to provide AKCIS information to teachers, counselors, students, and job seekers.

AKCIS Wallet Card:
Users can keep their login and AKCIS helpline information with them in their wallet or purse.

AKCIS Computer Lab Poster:
An eye-catching way to post your site's AKCIS username and password for users – great for computer labs.

AKCIS Junior Sticker:
Middle school students are reminded to "Control Your Future" with these attention-getting, ultra-removable stickers – safe to use on surfaces without leaving a sticky residue.
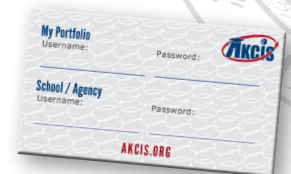
AKCIS OPTIONAL PRODUCTS

The Interests Determination, Exploration, and Assessment System matches users' interests to different career fields based on the level of interest indicated for 128 employment-related tasks. IDEAS™ annual site licenses are valid July 1, 2014 – June 30, 2015, and cost $125.

Note: The Alaska Department of Education and Early Development is renewing its agreement to fund IDEAS™ in the 2014-2015 year for Alaska's public secondary schools. If your site qualifies, IDEAS™ will be activated, without cost, upon activation or renewal.

How do I order?

Optional AKCIS products can be ordered using the form available at AKCIS.org.

2014-2015 Price:
IDEAS™ Assessment
$125

AKCIS.org

AKCIS Helpline:

800-441-2962

(option #3)

or in Juneau 465-2962

akcis@alaska.gov

Renew Your AKCIS Account Through Online Activation!

AKCIS is made available to all Alaskans through an ACPE-DOLWD partnership. ACPE serves as the state operator throughout your entire AKCIS experience, including activation, training, renewals, and customer service.

ACPE offers AKCIS grants in the form of fee waivers to education and career mentoring organizations serving Alaska's citizens. **Organizations must submit the Activation and Fee Waiver Agreement annually to qualify for ongoing access.** A fee waiver is available for the period of September 1, 2014 through August 31, 2015.

The 2014-2015 Activation Agreement can be **completed and submitted online at AKCIS.org** If you have any questions about renewal, or if you need assistance filling out the annual agreement, call the AKCIS Helpline at (800) 441-2962 and select option #3 (or in Juneau 465-2962), email akcis@alaska.gov.

Alaska Commission on Postsecondary Education

jobs

ALASKA DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

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Alaska Career Information System
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Anchorage, AK 99515-2049